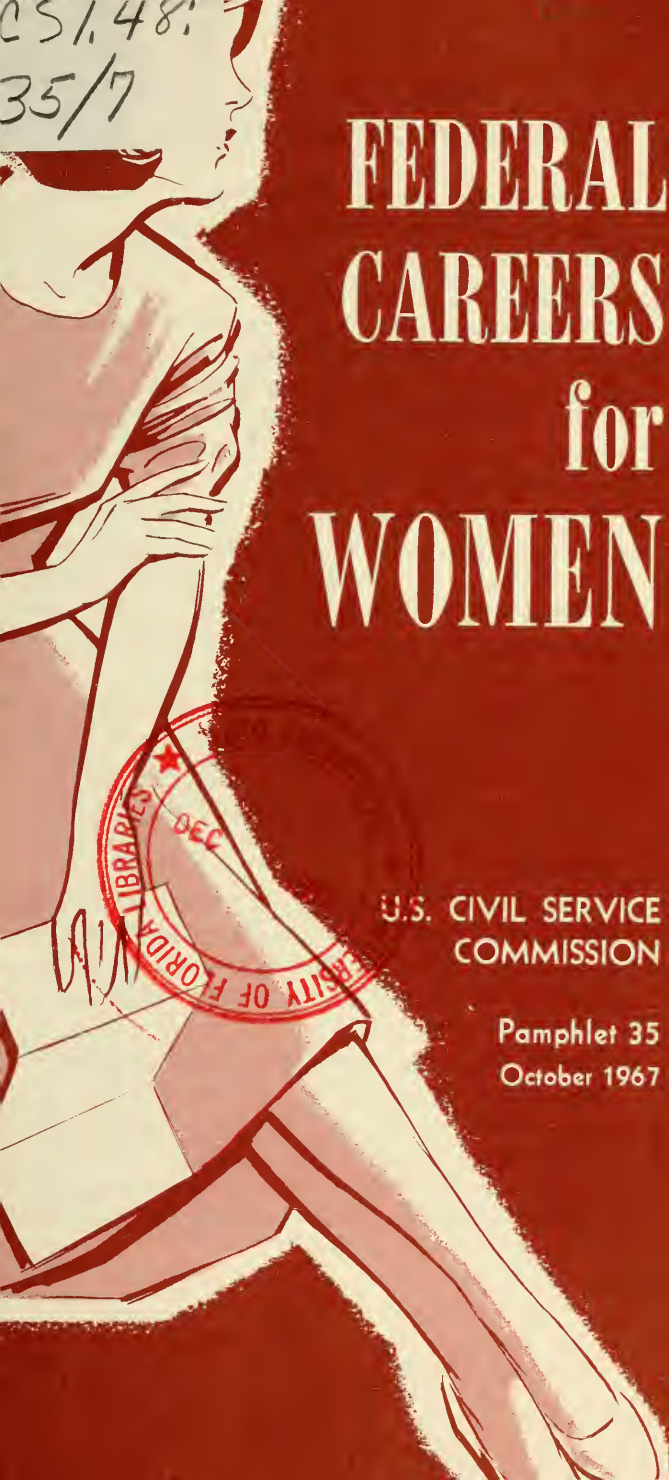


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FEDERAL CAREERS for WOMEN



U.S. CIVIL SERVICE
COMMISSION

Pamphlet 35
October 1967

WHY YOU SHOULD CONSIDER A GOVERNMENT CAREER

1. Because you'll have an interesting job and work with stimulating people.—As a Government worker, you'll do significant work in support of Federal programs that affect the life of every citizen.
2. Because appointment and advancement depend on ability.—All qualified applicants receive consideration for appointment without regard to sex, race, religion, color, national origin, politics, or any other nonmerit factor. The same principles of equal employment opportunity apply after appointment.
3. Because skilled women are given a better chance to prove themselves.—Women have the chance to work in practically every occupation open to men in the Federal service. Their skills in particular fields and their aptitude for certain work mean that more women than men are hired to fill some jobs.
4. Because there's room to grow.—The Government is the largest employer in the United States. Its work requires hundreds of different skills. The large number of jobs and the opportunity to transfer from one agency to another assure maximum opportunity for advancement.
5. Because the Government is a good boss.—Federal career workers receive excellent "fringe" benefits, sick leave, life insurance, health insurance and retirement benefits, and opportunities for career advancement through training.
6. Because the Federal merit system lets you enjoy "the best of both worlds."—After 3 years of satisfactory Government service, the Government worker has career status. Should a woman find it necessary to leave her job and devote herself to her home, her career status will help her if she later decides to return to

Government work. She may usually qualify for a Federal assignment without competing again in an examination.

FEDERAL CAREERS FOR WOMEN



Anyone who still thinks that all Government career women are girl-Friday types in Washington offices is in for a big surprise. Women in Federal service have rung the bell in every occupation from astrophysics to zoology.

From tropical shores to arctic snows, in all parts of our country and in virtually all parts of the world, women are distinguishing themselves—some providing indispensable support to leaders of vital Government programs, others as experts in their own right. Some of them work in occupations traditionally thought of as woman's special fields, but a great many are in fields still generally regarded as man's exclusive province.

About 674,000 women are employed by the Federal Government. In 1966, women in full-time white-collar occupations numbered 612,874. This represented a gain of approximately 89,000 over 1964. More than 13,000 women were in jobs graded at GS-12 (entrance salary approximately \$11,000) and above.

Women outnumber men in four broad white-collar occupational groups: general administration, clerical, and office services; personnel administration and industrial relations; mathematics and statistics; and library and archives.



A CENTURY OF PROGRESS

The history of women's progress in Government employment is a story of slow but steady advancement. Although there were a few women postmasters appointed before 1800, the employment of women by the Government was generally looked upon with great disfavor until after the Civil War. Not only was it rather widely assumed that office work was beyond Delicate Woman's physical or mental capacities, the mere presence of women in public offices was regarded by many as a gross affront to propriety.

Beginning in 1862 the Treasury Department pioneered in the employment of women. "Female clerks," declared their supervisor emphatically, "are more diligent and efficient than males!" Following the success of the Treasury experiment, a small number of "lady clerks" gained a foothold in other departments. For a long time, however, women were hired primarily as an economy measure—they were usually paid about half as much as men doing the same work.

The Civil Service Act of 1883 marked the real turning point in Government careers for women. The merit system established by that Act made it possible for them to compete for appointment on equal terms with men—and they did. A young woman, a graduate of Vassar, was the second person to be appointed from a civil-service examination. Prejudice against them was broken down little by little, not by any theoretical considerations of abstract justice but by the performance of the women themselves on the job.

World War I greatly increased their numbers and gave them a chance to prove their ability in a variety of occupations, although postwar reduction of the Government work force showed that their permanent gains were largely in clerical fields.

With the Classification Act of 1923, which established the principle of equal pay for equal work, women at last gained equality with men on the payroll.

The manpower demands of World War II finally opened the doors of all professional, technical, and administrative fields to women—and they have kept those doors open ever since by their own efforts and achievements. They are now found in nine-tenths of all the white-collar occupations in the Federal Government.

NEW GAINS IN THE SIXTIES



The 1960's have brought about a significant change of climate in the United States with respect to women's rights, including rights of employment. The change began in 1961 with President John F. Kennedy's appointment of the President's Commission on the Status of Women, and has moved forward under the stimulus of later organizations: The Interdepartmental Committee, the Citizens' Advisory Council, the State or Governors' Commissions on the Status of Women, and the Federal Woman's Award Study Group.

In 1962, the Civil Service Commission, acting under new authority, put an end to the traditional practice of barring women from consideration for many positions. In a new rule it directed that no training opportunity or

position shall be denied any person on the basis of sex, except in unusual situations found justified by the Commission. Evaluation of a person's experience, skills, and physical requirements is recognized as the only valid yardstick in determining a person's fitness for appointment and advancement.

In December 1966 an Assistant to the Chairman of the Civil Service Commission for Federal Women's Programs was appointed. She will coordinate activities to improve employment, training, and advancement opportunities for women throughout the Government and will identify areas and activities needing special attention to ensure equal opportunity for women.

Upon recommendation of the Federal Woman's Award Study Group, President Johnson issued an Executive order in October 1967 reinforcing prevention of discrimination because of sex. The President has also approved Study Group recommendations for compilation of data for full appraisal of the position of women in Government, possible changes in examination and qualification requirements, recruitment of women for part-time work, and an annual assessment of each agency's program for the more effective use of qualified women.

In approving the recommendations, the President said: "As a nation we cannot continue to afford through outmoded custom or attitude the senseless waste of the capability potential of American women. It is my firm intent, and I have expressed this many times since I became President, to have the Federal service truly exemplify equal opportunity for all in employment and advancement regardless of race, color, creed, national origin, or sex."

President Johnson has also said, "I am insisting that women play a larger role in this Government's plans and programs."

With this long-range goal of having women participate more in the important work of the Government, the Federal Government is engaged in an intensive talent search for womanpower. It is urging women to make their quali-

fications known so that they may be considered when filling Government positions of all kinds.

Because of the distinguished work of the President's Commission, the stimulus of later organizations, and active leadership in the executive branch, there are signs that the customs preventing women from realizing their full potential are gradually disappearing. Above all, women themselves are proving by their day-to-day achievements that equal ability must be rewarded by equal opportunity to succeed—" . . . because it is sound."

Progress has been made in the higher levels of the Federal service. President Johnson has given the talent search a tremendous lift by his appointment of women to important top-level positions; he made 120 such appointments between January 1964 and October 1965.

THE FEDERAL WOMAN'S AWARD



The achievements of women in Government have helped to make the Federal career service what it is today—a fine example of people working together for the Nation's progress. Their contributions have been felt since those first "lady clerks" appeared on the Federal scene in the 1800's. The distinction with which they have served has made possible many of the advances by which modern America defends itself and guards its welfare. Yet, public recognition has been slow in developing, and the tributes due women in Government have frequently failed to materialize.

To spotlight the accomplishments of top-caliber career women in the Federal service, a special award for them was established in 1960.

The Federal Woman's Award has three major purposes: To provide well-deserved public recognition to the recipients and new incentive to others, to highlight the important work that women are doing in executive, professional, scientific, and technical positions, and to stimulate the recruitment of talented and ambitious young women who might not otherwise know of the many fine career opportunities offered by the Federal service throughout the United States and abroad.

From the thousands of women in professional, administrative, and technical positions who serve with distinction, Federal administrators each year make up to three nominations, from their agencies, for the Federal Woman's Award.

From those nominated, a panel of distinguished citizens, on behalf of the Board of Trustees for the Award, selects six outstanding women to receive the award at public ceremonies.



Among the women named by agencies for consideration for the award have been representatives from an impressive range of occupational fields. They include doctors, lawyers, scientists, and engineers; high-ranking executives, foreign service officers, commercial and industrial experts; and distinguished specialists in aviation, space research, and nuclear-age weapons. Also well represented are the traditional women's occupations such as social welfare, nursing, nutrition, and library science.

The 1967 awards went to women in six different career fields—foreign service, medicine, housing and urban development, research chemistry, education, and pathology.

THE WAY TO A FEDERAL CAREER



Ninety percent of Federal positions in the United States today are filled through the competitive merit system established by the Civil Service Act of 1883. Nine-tenths of Federal positions are outside Washington, D.C.—in towns and cities all over the country—so it is often possible for a woman to secure a Government job near home.

People without experience usually take a written test. The examination for people with experience or with some kind of technical training may simply require submitting applications, which are all rated under the same standards on the basis of the information in them, subject to verification. Applicants with the highest ratings are given first consideration in filling positions.

Gateway to career opportunities in Government for college-caliber people is the Federal-Service Entrance Examination. Open to college seniors and graduates regardless of major, as well as to persons with experience comparable to college graduation, the FSEE is used to fill trainee-level positions in all but a few highly technical occupations. The objective of the examination, given throughout the year, is to bring into Government highly qualified, career-minded men and women who have the potential to grow and develop and become the

Government's career managers, technicians, and professional leaders of tomorrow. Annually the Government makes more than 10,000 appointments from this examination to fill its requirements for a continuing supply of able men and women interested in challenging and responsible positions with a future. Appointments of women from this examination have been increasing. They accounted for 17 percent of the appointments in 1963. By 1966, the percentage had increased to 33. More than 50 agencies fill positions from this examination. Thus one application can open the way for consideration in many agencies.

Scientists and engineers entering the Federal service have unprecedented opportunity to participate in research and development work of vital importance. Appointments to these positions are usually made, not from the FSEE, but from separate examinations. For most of them, no written test is required.

Other examinations for specific professions, such as accounting, auditing, dietetics, illustration, library science, medical technology, nursing, and teaching, are also announced from time to time.

The two-year college graduate can enter the Federal service through the Junior Federal Assistant Examination or the Junior Engineer and Science Assistant Examination. Persons appointed to these positions will provide support and technical assistance in the economics, administrative, writing, data processing, finance, accounting, law, contracts, library science, statistics, supply, transportation, biological, medical, engineering, and physical science fields.

Less education and experience are required for many positions such as stenographer, typist, office machine operator, technical aid in the physical and biological sciences, post office clerk, telephone operator, nursing assistant, and library assistant. Most of them call for a written or performance test.

The positions of typist and stenographer provide an open door for women with those skills. Many women

enter Federal service in these positions, complete their education after hours, and progress to more responsible, specialized positions.

No competitive examinations are required for Federal jobs not under civil service, which are scattered through the various agencies. All positions in a few agencies—the Foreign Service of the Department of State, the Federal Bureau of Investigation, the Atomic Energy Commission, and the Tennessee Valley Authority—and physicians, dentists, and nurses in the Department of Medicine and Surgery of the Veterans Administration—are not under civil service. For information about such jobs, you should get in touch with the employing agency.

A ROAD MAP TO THE JOB YOU WANT



- Prepare yourself well for the occupation of your choice.
- Get in touch with a nearby Federal Job Information Center, or one of the offices listed on the back of this pamphlet, to find out whether the Government is currently accepting applications for your occupation. Some examinations are open all the time, others periodically, according to the vacancies Federal agencies anticipate.
- If you are a college student, get in touch with your college placement officer. He has information about open examinations and a reference copy of the *Federal Career Directory—A Guide for College Students*, which matches college majors with different kinds of Federal jobs.
- Apply for the examination that interests you and for which you believe you are qualified.



Men and women should remember that civil service examinations are open to every American citizen regardless of sex, race, creed, or politics. Appointments are made on merit, and advancement is on the same basis.

Thousands of employees—men and women alike—are making successful careers in the Federal service. They work in programs of national and even worldwide importance. Many of them feel that sharing in work that is of such vital importance to so many millions of people is the most attractive and exciting feature of Government employment.

FEDERAL JOB INFORMATION CENTERS

Information about Federal civil service examinations can be obtained from any of the following Federal Job Information Centers. Address the Executive Officer, Inter-agency Board of U.S. Civil Service Examiners at:

Sutherland Building
Room 1802
806 Governors Drive SW.
Huntsville, Ala. 35801

167 St. Louis Street
Mobile, Ala. 36602

Hill Building
632 Sixth Avenue
Anchorage, Alaska 99501

Balke Building
44 West Adams Street
Phoenix, Ariz. 85003

923 West Fourth Street
Little Rock, Ark. 72201

851 South Broadway
Los Angeles, Calif. 90014

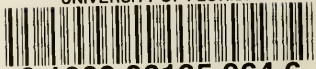
Suite 125
425 Capitol Mall
Sacramento, Calif. 95814

380 West Court Street San Bernardino, Calif. 92401	Heyburn Building 721 South Fourth Street Louisville, Ky. 40202
1400 Fifth Street Suite 100 San Diego, Calif. 92101	Federal Building South 600 South Street New Orleans, La. 70130
450 Golden Gate Avenue San Francisco, Calif. 94102	Federal Building Augusta, Maine 04330
Main U.S. Post Office Building, Room 203 18th and Stout Streets Denver, Colo. 80202	Federal Office Building Lombard Street and Hopkins Place Baltimore, Md. 21201
Room 716, Federal Building 450 Main Street Hartford, Conn. 06103	P.O. and Courthouse Bldg. Boston, Mass. 02109
U.S. Post Office and Courthouse 11th and King Streets Wilmington, Del. 19801	144 West Lafayette Street First Floor Lobby Detroit, Mich. 48226
123 South Court Avenue Orlando, Fla. 32801	Building 57 Ft. Snelling Minneapolis-St. Paul, Minn. 55111
230 Peachtree Street NE. Atlanta, Ga. 30303	802 North State Street Jackson, Miss. 39201
Federal Building 451 College Street Macon, Ga. 31201	Federal Building 601 East 12th Street Kansas City, Mo. 64106
Federal Building Honolulu, Hawaii 96813	Federal Building 1520 Market Street St. Louis, Mo. 63103
Room 107, Federal Building Boise, Idaho 83702	I.B.M. Building 130 Neill Avenue Helena, Mont. 59601
Room 1322 219 S. Dearborn Street Chicago, Ill. 60604	Courthouse and P.O. Building 215 North 17th Street Omaha, Nebr. 68102
Room 102 36 South Pennsylvania St. Indianapolis, Ind. 46204	Federal Building 300 Booth Street Reno, Nev. 89502
Old Federal Office Building Fifth and Court Streets Des Moines, Iowa 50309	Fed. Bldg.-U.S. Post Office Daniel and Penhallow Sts. Portsmouth, N.H. 03803
Beacon Building 114 South Main Street Wichita, Kans. 67202	

Post Office Building Federal Square Newark, N.J. 07102	Federal Office Building 167 North Main Street Memphis, Tenn. 38103
Federal Building 421 Gold Avenue SW. Albuquerque, N. Mex. 87101	1114 Commerce Street Dallas, Tex. 75202
News Building 220 East 42d Street New York, N.Y. 10017	El Paso National Bank Building 411 North Stanton Street El Paso, Tex. 79901
O'Donnell Building 301 Erie Boulevard West Syracuse, N.Y. 13202	702 Caroline Street Houston, Tex. 77002
415 W. Hillsborough Street Raleigh, N.C. 27603	U.S. Post Office and Courthouse 615 East Houston Street San Antonio, Tex. 78205
Room 206, Manchester Building 112 University Drive Fargo, N. Dak. 58102	Federal Building Annex 135 South State Street Salt Lake City, Utah 84111
1240 East 9th Street Cleveland, Ohio 44199	Federal Building Elmwood Avenue and Pearl Street Burlington, Vt. 05401
Knott Building 21 East Fourth Street Dayton, Ohio 45402	Rotunda Building 415 St. Paul Boulevard Norfolk, Va. 23510
American General Building 210 NW. Sixth Street Oklahoma City, Okla. 73102	Federal Office Building First Avenue and Madison Street Seattle, Wash. 98104
319 SW. Pine Street Portland, Oreg. 97204	Federal Building 500 Quarrier Street Charleston, W. Va. 25301
128 North Broad Street Philadelphia, Pa. 19102	161 West Wisconsin Avenue Room 215 Milwaukee, Wis 53203
Federal Building 1000 Liberty Avenue Pittsburgh, Pa. 15222	2005 Warren Avenue Cheyenne, Wyo. 82001
Federal Building and Post Office Kennedy Plaza Providence, R.I. 02903	255 Ponce de Leon Avenue San Juan, P.R. 00917
Federal Office Building 334 Meeting Street Charleston, S.C. 29403	Civil Service Commission Building 1900 E Street NW. Washington, D. C. 20415
Dusek Building 919 Main Street Rapid City, S. Dak. 57701	

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